

Cochise County Candidate Pamphlet



This pamphlet has been prepared by the Cochise County Elections & Special Districts Office to provide general information to persons seeking election to a public office within Cochise County.

Revised November 2017

CANDIDATE PAMPHLET CONTENTS

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NOTE: The forms, petitions, booklets and laws contained in this packet are subject to change without notice, in accordance with changes in State and/or Federal law. It is the responsibility of the candidate/committee to obtain updated information before filing, collecting signatures, etc. Please note that everything you submit is public record and subject to challenge by any elector. **If you have questions on the legality of the forms, petitions, booklets etc. please seek your own legal counsel. The Election's office does not give legal advice or assist with filling out the forms.**

The official number of signatures required on nomination petitions will be based on Voter Registration totals as of March 1 of the election year. It is YOUR responsibility as a candidate to check the county website after March 9 of the election year to obtain the official signature requirements. Any UNofficial signature requirements are listed as a guideline only. This office will not call or email the candidates with the official signature numbers.

PRIMARY ELECTION CALENDAR 2018

| | | |
|----------------|------------------|---|
| Monday | April 30 | First date for Partisan Primary Candidates to file papers – 120 days (Petitions, Nomination Paper, Affidavit of Qualification, Statement of Understanding, Financial Disclosure) (A.R.S. 16-311, 16-314, 16-905, 38-541) |
| Wednesday | May 30 | Last date for Partisan Primary Candidates to file papers by 5:00 p.m. (A.R.S. 16-311, 16-314, 16-905, 38-541) |
| Sunday | July 01 | First date to file 2018 2 nd Quarter Campaign Finance Report (April 29, 2018 – June 30, 2018) (A.R.S. 16-913(B) (1), 16-916(D)) |
| Wednesday | June 13 | Last date for Primary Election Write-in Candidate to file if election can be cancelled. (A.R.S. 16-312) |
| Sunday | July 15 | Last date to file 2018 2 nd Quarter Campaign Finance Report (April 29, 2018 – June 30, 2018) (A.R.S. 16-913(B) (1), 16-916(D)) |
| Thursday | July 19 | Last date for Primary Election Write-in Candidates to file (A.R.S. 16-312) |
| Monday | July 30 | Last day to register to vote in the Primary Election by 5:00 pm (A.R.S. 16-120) |
| Wednesday | August 01 | Early voting begins for Primary Election (A.R.S. 16-545) |
| Sunday | August 12 | First date to file 2018 Pre-Primary Campaign Finance Report (July 1, 2018 – August 11, 2018) (A.R.S. 16-913(B) (2)) |
| Friday | August 17 | Last day to request a ballot by mail (A.R.S. 16-542(D)) |
| Saturday | August 18 | Last date to file 2018 Pre-Primary Campaign Finance Report (July 1, 2018 – August 11, 2018) (A.R.S. 16-913(B) (2)) |
| Friday | August 24 | Last day to vote on-site at Recorder's Office (A.R.S. 16-542(D)) |
| Tuesday | August 28 | Primary Election (A.R.S. 16-201) |
| Monday | October 01 | First date to file 2018 3 rd Quarter Campaign Finance Report (August 12, 2018 – September 30, 2018) (A.R.S. 16-913(B) (3)) |
| Monday | October 15 | Last date to file 2018 3 rd Quarter Campaign Finance Report (August 12, 2018 – September 30, 2018) (A.R.S. 16-913(B) (3)) |

GENERAL ELECTION CALENDAR 2018

| | | |
|----------------|--------------------|--|
| Monday | July 09 | First date for Non-Partisan Candidate to file Nomination Petition Papers (A.R.S. 16-311(B)) |
| Wednesday | August 08 | Last date for non-Partisan Candidates to file Nomination Papers (A.R.S. 16-311(B)) |
| Thursday | September 27 | Last date for General Election Write-in Candidates to file by 5:00 pm (A.R.S. 16-312) |
| Monday | October 09 | Last day to Register to Vote in General Election (A.R.S. 16-120) |
| Wednesday | October 10 | Early Voting for General Election begins (A.R.S. 16-545) |
| Sunday | October 21 | First date to file 2018 Pre-General Campaign Finance Report (October 1, 2018 – October 20, 2018) (A.R.S. 16-913(B) (2)) |
| Friday | October 26 | Last day to request an Early Ballot by mail (A.R.S. 16-542(D)) |
| Saturday | October 27 | Last date to file 2018 Pre-General Campaign Finance Report (October 1, 2018 – October 20, 2018) (A.R.S. 16-913(B) (2)) |
| Friday | November 02 | Last day to vote on-site at the Recorder's Office (A.R.S. 16-542(D)) |
| Tuesday | November 06 | General Election (A.R.S. 16-211) |
| Tuesday | January 01, 2019 | First date to file 2018 4 th Quarter Campaign Finance Report (October 21, 2018 – December 31, 2018) A.R.S. 16-913(B) (3)) |
| Tuesday | January 15, 2019 | Last date to file 2018 4 th Quarter Campaign Finance Report (October 21, 2018 – December 31, 2018) (A.R.S. 16-913(B) (3)) |

QUALIFICATIONS FOR OFFICE

GENERAL PROVISIONS:

Any person, to be eligible for a county office, must be at least eighteen years of age, a resident of the state, a qualified elector of the district or precinct which he/she proposes to represent and must be able to read and write the English language. (A.R.S. §11-402, §11-404)

ADDITIONAL PROVISIONS FOR SPECIFIC COUNTY OFFICERS:

County Attorney

Individuals seeking election to the office of County Attorney must be an attorney at law, licensed and in good standing in Arizona and meet the general qualifications for county offices. (A.R.S. §11-531)

Superior Court Judge

Individuals seeking election to the office of Superior Court Judge must be at least 30 years of age, of good moral character, admitted to the practice of law in and a resident of the State of Arizona for 5 years preceding their taking office, an elector of the county in which the duties of the office are to be exercised and able to read and write the English language. (Arizona State Constitution, Article VI, Section 22)

County School Superintendent

Individuals seeking election to the office of County School Superintendent must hold a regular certificate to teach in the schools of Arizona and meet the general qualifications for county offices. (A.R.S. §15-301)

QUALIFICATIONS FOR GOVERNING BOARDS

Community College Governing Board Members

Individuals seeking election to the governing body of a community college must be a qualified elector within the precinct in which the duties are to be exercised. Employees of a community college district or their spouses are not eligible to serve as a member of the governing board of the district. A county officer listed in A.R.S. §11-401 is not eligible to serve as a community college district governing board member during his/her term of office. (A.R.S. §15-1441)

School District Governing Board Members

Individuals seeking election to the governing body of a school district must be a registered voter of the state and a resident of the school district for one year immediately preceding the day of election. No employee of a school district or the spouse of such employee may hold membership on a governing board of a school district in which they are employed. Persons related as immediate family who have the same household of residence within four years prior shall not serve

simultaneously on the governing board of the same school district if the governing board is composed of five members. (A.R.S. §15-421)

Special District Governing Board Members

Individuals seeking election to the governing body of a **fire district** must be, and during incumbency must remain, a qualified elector of the district for at least one year immediately preceding the date of the election. (A.R.S. §48-802)

Individuals seeking election to the governing board of a **hospital district** must be real property owners within the district and cannot be an elective or appointive state, county or city official. (A.R.S. Section §48-1908)

Individuals seeking election to the governing body of a **water improvement district** must be a qualified elector of the district. (A.R.S §48-1012)

Individuals seeking election to the governing body of a **sanitary improvement district** must be a qualified elector of the district. (A.R.S §48-2010A)

COCHISE COUNTY OFFICES OPEN FOR ELECTION IN 2018

Terms Expire December 31, 2018

New Terms begin January 1, 2019

OFFICE

CURRENT ELECTED OFFICIAL

SUPERIOR COURT:

| | |
|-------------------|----------------------|
| Judge, Division 1 | Charles Irwin |
| Judge, Division 2 | John F. Kelliher Jr. |
| Judge, Division 3 | Wallace Hoggatt |

CLERK OF THE SUPERIOR COURT

Mary Ellen Dunlap

JUSTICE COURTS:

| | |
|------------|-------------------|
| Precinct 1 | Adam Ambrose |
| Precinct 2 | Alma Vildosola |
| Precinct 3 | Bruce Staggs |
| Precinct 4 | Trevor Ward |
| Precinct 5 | Timothy Dickerson |
| Precinct 6 | Michael Skiles |

| | |
|-------------------|------------------|
| Constable Prec. 1 | Vacant |
| Constable Prec. 2 | Vacant |
| Constable Prec. 3 | Vacant |
| Constable Prec. 4 | Vacant |
| Constable Prec. 5 | Melissa Wirthlin |
| Constable Prec. 6 | Vacant |

PRECINCT COMMITTEE PERSONS

(On Primary Ballot only - partisan)

SPECIAL DISTRICT GOVERNING BOARDS

(On General Ballot only – nonpartisan)

SCHOOL DISTRICT GOVERNING BOARDS

(On General Ballot only – nonpartisan: file with Cochise County School Superintendent's Office)

COMMUNITY COLLEGE GOVERNING BOARD:

(On General Ballot only - nonpartisan: file with Cochise County Elections Office)

District 3

District 5

FILING AND FORMS

All forms required by law to be filed by candidates can be downloaded from the Secretary of State's Web Page www.azsos.gov and Cochise County Web Page www.cochise.az.gov/elections

Signature requirements are based on a percentage of qualified electors on March 1, 2018. (A.R.S. §16-322.B) and will not be available until after that date.

NOTE: Signatures on petitions are not verified by this office; this is an office of filing only. However, petition signatures are subject to challenge by other candidates or electors of the State of Arizona. The Cochise County Recorder's Office does have a public computer available during regular office hours for candidate's to check signatures on petitions. **Nomination paper, affidavit of qualification, petitions and financial disclosure statements become public record once filed and are subject to inspection by the general public.**

If you have any questions regarding this pamphlet or any of the forms, please contact the Elections & Special Districts Office at (520) 432-8970.

Voter registration forms can be picked up at the Recorder's Office. Voter lists and maps may also be purchased from the Recorder. For information regarding voter registration or early voting requests, please contact the Recorder's Office at (520) 432-8358.

2018 FILING PROCEDURES FOR CANDIDATES

Election laws have changed and candidates are no longer required to file any paperwork with our office prior to collecting signatures. If a candidate receives contributions or makes expenditures, in any combination, of \$1,100 the candidate must file a Statement of Organization with our office to register as a candidate committee. A Statement of Organization must be filed within 10 days [A.R.S. §16-906(c)] of surpassing \$1,100. A candidate that files this form will be required to file periodic Campaign Finance Reports. Penalties apply to late filers.

POLITICAL COMMITTEE STATEMENT OF ORGANIZATION

- The committee name must include the name of the candidate. A committee must have a chairman and a treasurer. The candidate may be the chairman and the treasurer of his/her committee.
- The committee must notify the County Elections Office of the financial institution (s) where campaign contributions shall be deposited and campaign monies expended. The notification may be done at the time the Political Committee Statement of Organization is filed or within five (5) days after opening the account(s). Before accepting a contribution or making expenditures the financial institution(s) must be designated.
- The committee shall file an amended Political Committee Statement of Organization reporting any change of the information appearing on the previously filed statement within five (5) business days after the change.

- A political committee may terminate its activities only when the committee chairman and treasurer file a Termination Statement stating it will no longer receive any contributions or make any disbursements, that the committee has no outstanding debts or obligations, and that any surplus monies have been properly disbursed. (A.R.S §16-934)

NOMINATION PAPER, AFFIDAVIT OF QUALIFICATION, CAMPAIGN FINANCE LAWS STATEMENT

(All three of these are included on the same one-page form).

- ❖ The Partisan Nomination Form is to be used for all candidates seeking nomination by a political party for a particular office.
- ❖ For those candidates wishing to run for office who are affiliated with a recognized party in the State of Arizona (i.e. Independents or other political parties), you will fill out the form (Nomination Other Than By Primary A.R.S. §16-341)
- ❖ For those candidates who are running for an office which is not affiliated with any parties (i.e. school boards, fire boards, other special districts boards), you will fill out the form (Non-Partisan Nomination)

This form includes:

- Name of the office sought
- Name of the political party of registration
- Date of the primary election
- Date of the general election
- Number of years as a U.S. citizen
- Number of years as an Arizona citizen
- Number of years in Cochise County
- Number of years in the voting precinct
- Actual residence address or description of place of residence
- Email address
- Post office address, if applicable
- Exact manner name is to appear on the ballot
- Candidate signature must be notarized
- Signed statement relating to campaign financing and reporting

NOTE: Names printed on the official ballot are limited to last name, first and middle names. Abbreviations, initials and nicknames are permissible, but in no event shall nicknames, abbreviations or initials suggest reference to professional, fraternal, religious or military titles. Abbreviated names or nicknames may be printed with quotation marks. The candidates' last name will always appear first on the official ballot.

CANDIDATES MUST FILE ALL PAPERWORK WITH THE ELECTIONS/SPECIAL DISTRICTS OFFICE, 1415 MELODY LANE BUILDING A, BISBEE (except school districts which file with the Cochise County School Superintendent's Office).

PETITIONS

Any person desiring to become a candidate at any election and have their name printed on the official ballot shall file nomination petitions.

REMEMBER: A candidate must file the Statement of Organization with the Elections Office within **10 days** of receiving contributions or made expenditures (in any combination) of at least \$1,100. **Once filed, the committee must file periodic Campaign Finance Reports.**

A nomination petition is the form used for collecting the required number of signatures from qualified electors and is circulated by or on behalf of the person seeking to become a candidate for a political office. Blank petitions may be duplicated but the original petition used must be on a form supplied by the Cochise County Elections/Special Districts Office or downloaded from the Secretary of State's Office, www.azsos.gov and Cochise County Web Page www.cochise.az.gov/elections

16-315 Form of petitions; the nomination petition size is determined by Arizona Revised Statute:

A. Front of petition

1. Print nomination petition form on 8½ x 11 inch paper
2. The second page (instructions for circulator) must be copied on the reverse side of the nomination petition.
3. Petition shall be headed by a caption stating the purpose of the petition, followed by the body of the petition stating the intent of the petitioners.
4. There shall be ten (10) lines spaced one-half of an inch apart and consecutively numbered one through ten.
5. The signature portion of the petition shall be divided into columns headed by the titles:
 - (a) Signature
 - (b) Printed name
 - (c) Actual residence address, description of place of residence or Arizona post office box, city or town.
 - (d) Date of signing
6. Photograph of the candidate may appear on the nomination petition.

B. Back of petition (Instructions for Circulators)

1. All petitions shall be signed by circulator.
2. Circulator is not required to be a resident of this state but otherwise must be qualified to register to vote in this state and, if not a resident of this state, shall register as a circulator with the Secretary of State.
3. Circulator's name shall be typed or printed under the circulator's signature.

4. Circulator's actual residence address or, if no street address, a description of residence location shall be included on the petition.
5. The Secretary of State shall prepare sample nomination petition forms and distribute such forms to all election officers.
6. Circulators who are not residents of this state must be registered as circulators with the Secretary of State before circulating petitions. The Secretary of State shall provide for a method of receiving service of process for those petition circulators who register pursuant to this subsection. The Secretary of State shall establish in the instructions and procedures manual issued pursuant to section 16-452 a procedure for registering circulators and receiving service of process.

CIRCULATING TIPS

- ✓ Voters may sign as many petitions for the same office as there are positions necessary to fill the office at the election. **For Example:** For the Office of Treasurer, only one person shall be elected to fill the office. Therefore, a voter may sign only one nomination petition for a candidate who is running for the office of Treasurer.
- ✓ Candidates can sign their own petition.
- ✓ All petition columns **MUST BE FILLED IN**. The date column is the one most commonly left blank.
- ✓ Anyone wishing to sign a petition **MUST SIGN THEIR OWN NAME**. A spouse, family member, friend, power of attorney, guardian, etc. may not sign a nomination petition on behalf of another person.
- ✓ The circulator or another person may **NOT** assist the signer by completing the remaining columns on the petition.
- ✓ No more than 10 signatures will be counted on a petition. Additional signatures collected in the margins will not be counted.
- ✓ Do not leave petitions in any public place where the circulator cannot witness signatures, (i.e. restaurants, counters in a business, etc.)
- ✓ Candidates are strongly encouraged to obtain actual physical residence addresses or descriptions of place of residence relative to a city, town or post office building. P. O. Boxes are not invalid per se, but may be challenged in court.
- ✓ Suggestion** Collect more signatures than the minimum number required**

Who May Sign a Democratic Petition?

- ✓ Democrats registered in the jurisdiction of the office that the candidate seeks.
- ✓ Members of the unrecognized parties, Independents or non-partisans registered in the jurisdiction of the office that the candidate seeks.

Who May Sign a Republican Petition?

- ✓ Republicans registered in the jurisdiction of the office that the candidate seeks.
- ✓ Members of the unrecognized parties, Independents or non-partisans registered in the jurisdiction of the office that the candidate seeks.

What Parties are currently recognized for Cochise County Elected Office?

- ✓ Democratic Party
- ✓ Republican Party

TYPES OF PETITIONS

Partisan Nomination petition (Primary Election)—A primary election candidate shall file partisan nomination petitions that contain signatures equaling no less than 1% and no more 10% of the total voter registration of the party of the candidate within the jurisdiction of the office they seek.

Non-Partisan (Special District Candidate) Nomination Petition—This petition is used to nominate a person to a particular office within a political division or district regardless of party affiliation. Each person signing must be a qualified elector and resident of the division or district of the candidate.

Nomination Petition for those Not Affiliated with a Recognized Political Party – A candidate who is a registered member of a party not entitled to representation, such as a candidate who is registered as an Independent or No Party Preference, may be nominated as a candidate for Cochise County public office “other than by the primary election.” Candidates wishing to be nominated other than by primary election shall file the required candidate papers and petition at the same time that primary nomination papers and petitions are required to be filed. Candidates nominated other than by primary election shall not be voted for at the primary election but shall be voted for at the general election. (A.R.S §16-341 A-C)

Petitions for nomination other than by primary election shall be signed by at least 3% of the number of persons who are registered to vote in the county or district for which the candidate is nominated who are not members of a political party that is qualified to be represented by an official party ballot (Democrat or Republican Party) at the next ensuing primary election and accorded representation on the general election ballot. A petition circulated for a nomination other than by primary election candidate shall be signed only by voters who have not signed the nomination petition of a candidate for the office to be voted for at the primary election.

Filing Petitions

- ✓ A petition may be filed with less than ten (10) signatures.
- ✓ At the time of filing, the petitions must be accompanied by the candidates Nomination Paper and Financial Disclosure Statement.
- ✓ A person may withdraw their signature from a petition by any of the following:
 - a) Verify the withdrawal by signing a simple statement of intent to withdraw their signature at the County Elections Office. A.R.S §19-113
 - b) The withdrawal must be received in the Cochise County Elections Office not later than 5:00 p.m. on the date the petition containing the person’s signature is actually filed.

FINANCIAL DISCLOSURE STATEMENT & CONFLICT OF INTEREST

Financial Disclosure Statement must be completed by every public officer and candidates for office in Cochise County at the same time as the Nomination Paper and Nomination Petitions are filed.

- ✓ The statement must cover the twelve (12) months prior to the date of filing.
- ✓ The statement must be signed by the candidate.
- ✓ The Cochise County Elections office will refuse to accept the filing of the nomination paper and nomination petitions from candidates who fail to include a Financial Disclosure Statement.
- ✓ Refer to the “Instructions for Financial Disclosure Statements” Handbook.

What is a Financial Disclosure Statement?

The Financial Disclosure Statement form and instructions detail items that the candidate should disclose and need not disclose. In general, a Financial Disclosure Statement is a personal disclosure of:

- ✓ Your name and your spouse’s name and the names of minor children of whom you have legal custody.
- ✓ Sources of personal compensation paid to you, your spouse, or any member of your household more than \$1,000 in salary, wages, commissions, tips or other forms of compensation during the period covered by the report.
- ✓ Anything of value that any other person, outside your household, received for use or benefit of the public officer or any member of the household.
- ✓ Professional, Occupational and Business Licenses.
- ✓ Personal Creditors / Personal Debt over \$1,000.
- ✓ Personal Debtors over \$1,000.
- ✓ A single gift or accumulation of gifts with a value over \$500.
- ✓ Office of Fiduciary Relationships in Businesses, Nonprofit Organization or trusts.
- ✓ Owner of Financial Interest in Trusts, or Investment Funds.
- ✓ Bonds.
- ✓ Real Property Ownership.
- ✓ Business Names.
- ✓ Controlled Business Information.
- ✓ Dependent Business Information.
- ✓ Real Property owned by Business.
- ✓ Business’ Creditors.
- ✓ Business’ Debtors.

Conflict of Interest:

Pursuant to A.R.S. §38-501 through §38-510, and strong recommendation by the State Auditor, your cooperation is requested in updating our documentation of possible conflicts of interest on the attached form. The Conflict of Interest Statement along with the Financial Disclosure Statement must be filed each year pursuant to A.R.S. §38-541 through §38-545. If no such interest exists, declare “None”.

CAMPAIGN FINANCE REPORTS

Candidates who intend to receive contributions or make expenditures of more than \$1,100 in connection with a campaign shall designate a political campaign committee by filing a Statement of Organization. All required filing forms can be obtained from the Elections/Special Districts Office or on our website at www.cochise.azgov/elections

Itemized and detailed statements of campaign contributions and expenditures must be filed by each candidate's campaign committee. Candidates receiving contributions and/or expenditures (in any combination) of at least \$1,100 in connection with his or her candidacy is required to form a committee within 10 days of reaching that threshold and filing a committee statement.

General Information

- Campaign Finance Report due dates and Campaign Contribution Limits are shown on the following pages.
- Each Candidate Campaign Committee that has filed a Political Committee Statement of Organization shall file campaign finance reports setting forth the committee's receipts and disbursements.
- A candidate never reaches the \$1,100 threshold; registration and reporting are not required.
- Reports must be received in the Cochise County Elections Office by 5:00 pm on the due date.
- For reports sent by certified mail, the date of the U.S. mail postmark constitutes the date of filing. Reports may be sent via email to the Elections Office. See last sheet for contact info.
- A regular mail postmark is not recognized as the date of filing. For reports sent via regular mail the date of filing is the date of receipt by the Elections Department.
- For reports sent by a commercial delivery service that provides a standardized delivery confirmation process, the date of delivery constitutes the date of filing.
- A candidate is liable for a late penalty of \$10 for each business day reports are late, up to a maximum of \$450.
- A delinquent notice of failure to file shall be sent to the committee by certified mail within fifteen (15) days after the filing deadline.
- A candidate that has failed to file within fifteen (15) days after receiving a Failure to File Notice is liable for a civil penalty of \$25 for each subsequent day that the filing is late.
- The late report shall not be accepted for filing unless the imposed fine is paid with the report.
- County Candidate Campaign Finance Reports are available on either the Secretary of State website or the Cochise County Elections Department website.

Special Note: Failure to properly register as a political committee or to report campaign contributions and expenditures, as required by law, will be reported to the Cochise County Attorney's Office and/or the Arizona Attorney General's Office, which may result in both civil and criminal penalties.

CAMPAIGN FINANCE REPORTING DATES

PACs and Political Parties

| REPORTING PERIOD | REPORT DUE |
|---|---|
| 2016 4 th Quarter Report: October 28, 2016 to December 31, 2016 | January 1, 2017 to January 15, 2017 |
| 2017 March Pre-Election Report (Local Only): January 1, 2017 to February 25, 2017 | February 26, 2017 to March 4, 2017 |
| 2017 1 st Quarter Report (Local Only): February 26, 2017 to March 31, 2017 | April 1, 2017 to April 15, 2017 |
| 2017 1 st Quarter Report: January 1, 2017 to March 31, 2017 | April 1, 2017 to April 15, 2017 |
| 2017 May Pre-Election Report (Local Only): April 1, 2017 to April 29, 2017 | April 30, 2017 to May 6, 2017 |
| 2017 2 nd Quarter Report (Local Only): April 30, 2017 to June 30, 2017 | July 1, 2017 to July 15, 2017 |
| 2017 2 nd Quarter Report: April 1, 2017 to June 30, 2017 | July 1, 2017 to July 15, 2017 |
| 2017 August Pre-Election Report (Local Only): July 1, 2017 to August 12, 2017 | August 13, 2017 to August 19, 2017 |
| 2017 3 rd Quarter Report (Local Only): August 13, 2017 to September 30, 2017 | October 1, 2017 to October 15, 2017 |
| 2017 3 rd Quarter Report: July 1, 2017 to September 30, 2017 | October 1, 2017 to October 15, 2017 |
| 2017 October Pre-Election Report (Local Only): October 1, 2017 to October 21, 2017 | October 22, 2017 to October 28, 2017 |
| 2017 4 th Quarter Report (Local Only): October 22, 2017 to December 31, 2017 | January 1, 2018 to January 15, 2018 |
| 2017 4 th Quarter Report: October 1, 2017 to December 31, 2017 | January 1, 2018 to January 15, 2018 |
| 2018 March Pre-Election Report (Local Only): January 1, 2018 to February 24, 2018 | February 25, 2018 to March 3, 2018 |
| 2018 1 st Quarter Report (Local Only): February 25, 2018 to March 31, 2018 | April 1, 2018 to April 15, 2018 |
| 2018 1 st Quarter Report: January 1, 2018 to March 31, 2018 | April 1, 2018 to April 15, 2018 |
| 2018 May Pre-Election Report (Local Only): April 1, 2018 to April 28, 2018 | April 29, 2018 to May 5, 2018 |
| 2018 2 nd Quarter Report (Local Only): April 29, 2018 to June 30, 2018 | July 1, 2018 to July 15, 2018 |
| 2018 2 nd Quarter Report: April 1, 2018 to June 30, 2018 | July 1, 2018 to July 15, 2018 |
| 2018 August Pre-Election Report: July 1, 2018 to August 11, 2018 | August 12, 2018 to August 18, 2018 |
| 2018 3 rd Quarter Report: August 12, 2018 to September 30, 2018 | October 1, 2018 to October 15, 2018 |
| 2018 October Pre-Election Report: October 1, 2018 to October 20, 2018 | October 21, 2018 to October 27, 2018 |
| 2018 4 th Quarter Report: October 21, 2018 to December 31, 2018 | January 1, 2019 to January 15, 2019 |
| Final Campaign Finance Report Prior to Committee Termination | End of Previous Period through Today's Date |

CAMPAIGN CONTRIBUTION LIMITS

2017-2018 ELECTION CYCLE

Effective January 1, 2017

| Statewide Candidate | Legislative Candidate | Local Candidate | PAC | Political Party |
|------------------------|--------------------------|-----------------|-----|--------------------|
|------------------------|--------------------------|-----------------|-----|--------------------|

| | | | | | |
|---|--|--|--|------------|------------|
| Individual | \$5,100 | \$5,100 | \$6,350 | Unlimited | Unlimited |
| Partnership | \$5,100 | \$5,100 | \$6,350 | Unlimited | Unlimited |
| Candidate Committee | Generally prohibited (except donation of surplus funds) | Generally prohibited (except donation of surplus funds) | Generally prohibited (except donation of surplus funds) | Unlimited | Unlimited |
| PAC with Mega PAC status (using non- corporate/non- union funds) | \$5,100 | \$5,100 | \$6,350 | Unlimited | Unlimited |
| PAC with Mega PAC status (using non- corporate/non- union funds) | \$10,100 | \$10,100 | \$12,600 | Unlimited | Unlimited |
| Political Party (using non-corporate/non- union funds) | \$80,100 (to a party nominee only) | \$8,100 (to a party nominee only) | \$10,100 (to a party nominee only) | Unlimited | Unlimited |
| Corporation | Prohibited | Prohibited | Prohibited | Prohibited | Prohibited |
| Limited Liability Com- pany | Prohibited | Prohibited | Prohibited | Unlimited | Unlimited |
| Trust, Joint Venture, Cooperative, or Other Unincorporated Organization or Association | Prohibited | Prohibited | Prohibited | Unlimited | Unlimited |
| Union | Prohibited | Prohibited | Prohibited | Unlimited | Unlimited |

No Activity Statement (Reporting Period)

In lieu of filing a Campaign Finance Report a candidate's campaign committee that received no contributions and made no expenditures within a reporting period may file a No Activity Statement.

No Activity Statement (Annual Report)

In lieu of filing a Campaign Finance Report a candidate's campaign committee that remains active after an election due to outstanding debts may file an Annual No Activity Statement no later than January 31 which states that the committee does not intend to receive any contributions or make any expenditure during the year. If the committee does receive a contribution or makes any expenditure during that year, the committee shall report the activity by filing a Campaign Finance Report.

Committee Termination Statement

A candidate campaign committee may be terminated by filing a Termination Statement.

The Statement must certify that the committee will no longer receive any contributions or make any disbursements, that the committee has no outstanding debts or obligations and that any surplus monies have been disposed of. A campaign finance report must be filed before or at the time of filing the Termination Statement, stating the manner of disposition of the surplus monies, the name and address of each recipient or surplus monies and the date and amount of each disposition of surplus monies.

After the filing of the Termination Statement, a political committee is not required to file any subsequent campaign finance reports and shall have no further receipts or disbursements without filing a new statement or organization.

WRITE-IN CANDIDATES

Any person desiring to run as a write-in candidate is not required to collect signatures on a candidate Nomination Petition. However, a person desiring to become a write-in candidate for an elective office shall file a Nomination Paper, Affidavit of Qualification, Campaign Finance Laws Statement, (all three of are on the same form). A.R.S. §16-312, §16-905 (K) (5). This form includes:

- Name of the office sought
- Name of the political party of registration
- Date of the primary election
- Date of the general election
- Number of years as a U.S. citizen
- Number of years as an Arizona citizen
- Number of years in Cochise County
- Number of years in the voting precinct
- Actual residence address or description of place of residence
- Post office address, if applicable
- Exact manner name is to appear on the ballot
- Candidate signature must be notarized
- Signed statement relating to campaign financing and reporting

1. Nomination paper and Financial Disclosure Statement must then be filed with the Cochise County Elections & Special District Department no later than **40 days** prior to the election.
2. Write-in candidates for precinct committeemen, school districts, or special districts must file a Write-in Nomination Paper with the Cochise County Elections & Special District Department no later than 5:00 p.m. on the **seventy-sixth (76) day** before the election. (A.R.S. §16-312(B) (2))

Write-in candidate names will not be printed on the ballot. A list of write-in candidates and the offices they seek will be posted in a conspicuous location inside the polling location and on the County Website.

A vote for a write-in candidate is cast only when the voter writes the candidate's name on the ballot at the appropriate line for the office and fills in the oval on the ballot.

Any person who does not file a timely Write-In Nomination Paper shall not be counted in the tally of ballots. A.R.S. §16-312 (C).

Write-In Candidate Filing Requirements:

1. On or before the filing deadline the candidate must file a Political Committee Statement of Organization.
2. At the time of filing the Write-In Nomination Paper the candidate must file a Financial Disclosure Statement.
3. All filings must be submitted to the Cochise County Elections & Special District Department (except School Districts).
4. Filings will be accepted by mail if received by the filing deadline date, are complete and documents have candidate's original signature.

NOTE: A write-in candidate that loses a Primary Election cannot be a write-in candidate for the same office in the General Election. They can, however, be a write-in candidate for a different office in the General Election.

POSTING OF CAMPAIGN SIGNS

The Cochise County Elections & Special Districts Office is not responsible in any way for candidates' political signs. Any candidate/political committee wishing to post temporary political signs within city limits must first check with each city on any ordinance or regulations for posting political signs.

Political Candidates and campaign volunteers shall indemnify, defend, and save harmless Cochise County and its employees from and against any and all claims and damages caused in whole or in part by their negligent or willful acts or omissions related to the placement of political signs in, on or about County right of way/roadways.

If a temporary political sign is placed in a public right-of-way that is owned or controlled by the County and the sign supports or opposes a candidate for public office or it supports or opposes a ballot measure the following guidelines apply:

- The sign cannot be placed in a location that is hazardous to public safety, obstructs clear vision in the area or interferes with the requirements of the Americans with Disabilities Act (ADA).
- The sign has a maximum area of sixteen square feet, if the sign is located in an area zoned for residential use, or a maximum area of thirty-two square feet if the sign is located in any other area.
- The sign must contain the name and telephone number of the candidate or campaign committee contact person.
- Political signs may not be placed in public right-a-ways more than **60 days prior** to the primary election. Signs must be **removed with 30 calendar days** following the final election for that candidate or issue.
- Political signs **may not** be placed or attached to County road signs, public facility, or building. Do not place any signs on utility poles.

ADOT regulates the placement of signs adjacent to state roadways and interstates; drainage channel or streams; on or around interchange or crossroads; on or around traffic signs, signals or devices; and on natural features, including trees and rocks. For the posting of signs on private property, it is up to each candidate/political committee to contact the owner for permission.

It is a Class 2 misdemeanor for any person to knowingly remove, alter, deface or cover any political sign of any candidate for public office for the period commencing 45 days prior to a Primary Election and ending 7 days after the General Election (A.R.S. §16-1019.A). This provision does not apply to the removal, alteration, defacing or covering of a political sign by the candidate or property owner and/or the authorized agent in support of whose election the sign was placed, with or without permission of the owner, or place in violation of state law, or county, city or town ordinance or regulation. (A.R.S. §16-1019. B). An authority having jurisdiction over the highways may remove or cause a sign to be removed without notice, if it is considered a public nuisance (A.R.S. §28-648.D).

Please Note: Political signs placed within 150 feet of a vote center must be removed prior to Election Day (A.R.S. §16-515 Notes of Decisions #4); Outside of this 150-foot range, if the sign is on property of the facility being used as a vote center, permission must be granted by the owner or person in charge of the facility.

CITY CONTACT NUMBERS

| | | |
|-----------------------|----------------|--|
| City of Benson | (520) 586-2245 | www.cityofbenson.com |
| City of Bisbee | (520) 432-6000 | www.bisbeeaz.gov |
| City of Douglas | (520) 417-7303 | www.douglasaz.gov |
| Town of Huachuca City | (520) 456-1354 | www.huachucacityaz.gov |
| City of Sierra Vista | (520) 458-3315 | www.sierravistaaz.gov |
| City of Tombstone | (520) 457-2202 | www.cityoftombstone.com |
| City of Willcox | (520) 384-4271 | www.cityofwillcox.org |

ARIZONA BLUE STAKE IS NOW ARIZONA 811



Important Information About Campaign Signs

STATE LAW REQUIRES YOU TO HAVE UNDERGROUND UTILITIES MARKED BEFORE INSTALLING SIGNS

- ✓ Running for office, supporting a candidate or working for or against a ballot measure? You must “know what’s below” before campaign signs go up.
- ✓ Arizona law requires all underground utilities to be located and marked before any type or “excavation” – this includes the installation of campaign signs on public or private property. Contact Arizona 811 (formerly Arizona Blue Stake) at least two working days before installing signs in the ground:
 - ❖ **Call 811** from anywhere in Arizona between 6 a.m. and 5 p.m. Monday-Friday (excluding state holidays)
 - ❖ Click **Arizona811.com** to create a ticket anytime with the Arizona 811 E-Stake tool
 - ❖ For installations at a single address (such as a home or business on a single lot) use the Single Address Ticket option on the Arizona 811 web site.
- ✓ Installing any type of sign without having utilities marked in advance is a violation of A.R.S. §40-360.21-32, punishable by fines of up to \$5,000 per violation. It’s also dangerous. Knowing the location of buried lines, pipes and cables - and then carefully working around them – prevents serious injuries and protects the critical utilities we all rely on every day from damage. Learn more at **www.Arizona811.com**.

Know what’s below.

Call 811 or click Arizona811.com before you dig.

It’s free. It’s easy. It’s the law.

CANDIDATE FILING CHECKLISTS

Partisan Nomination OR Nomination Other than by Primary Election

- ☐ 1. A **Political Committee Statement of Organization** must be filed within 10 days after the campaign's combined receipts and distributions exceed \$1,100.
- ☐ 2. The candidate filing period for all other required documents (listed below) begins **April 30, 2018 at 8:00 a.m. and ends May 30, 2018 by 5:00 p.m.** Candidates (or their representatives) must present **ALL** of the following documents at one time. Candidates will be taken on a first-come, first-serve basis. Partial filings **WILL NOT BE** accepted!
- ☐ A. **Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement**
(All three of these are on the same one-page form)
 - Make sure to answer every question and fill in every blank.
 - Write the candidate's name exactly how he or she wants it to be printed on the ballot. The candidate's last name must appear first. Nicknames are permissible as long as they do not suggest a title.
 - The candidate must sign the form and have his/her signature notarized.*
- ☐ B. **Financial Disclosure Statement**
 - For the 12-month period preceding the filing (This is a different time period from the public office filing in January).
 - Check the second box "I am a Candidate..."
 - The candidate must sign the form and have the signature notarized.*
- ☐ C. **Nomination Petitions**
 - The candidate must file at least the minimum number of signatures required for the office sought and no more than the maximum number. The Elections Office cannot accept the nomination papers if the minimum numbers of signatures have not been obtained. Signatures in excess of the maximum will not be counted.
 - Check to see that the circulator portion on the back of each petition is complete:
 - ✓ Did the circulator print his or her name, residence address, city or town, and county on the back of each petition?
 - ✓ Did the circulator sign the back of each petition?
 - Check to see that the signature portion of each petition is complete:
 - ✓ Is there a date for each signature?
 - ✓ Is there an actual residence address including city or town, or a description of the residence address location, for each signature?
 - Check to see that there are no more than 10 signatures on each petition.
 - Incomplete signature lines or signatures in excess of 10 on a petition page cannot be accepted.

Write-In Candidate (Except for Precinct Committeeman)

- ☐ 1. A **Political Committee Statement of Organization** must be filed within 10 days after the campaign's combined receipts and distributions exceed \$1,100.
- ☐ 2. The candidate filing period for all other required documents (listed below) **ends 40 days prior to the election**. Write-in candidates for precinct committeemen, school districts or special districts must file a Write-in Nomination Paper no later than 5:00 pm on the **seventy-sixth (76th) day** before the election. (A.R.S. §16-312 (B) (2). Candidates (or their representatives) must present **ALL** of these documents at one time. Candidates will be taken on a first-come, first-served basis. Partial filings **WILL NOT BE** accepted!
- ☐ A. **Write-In Candidate Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement.** (All three of these are on the same one-page form)
 - Make sure to answer every question and fill in every blank.
 - Write the candidate's name exactly how he or she wants it to appear on the Write-In list. The candidate's last name must appear first. Nicknames are permissible as long as they do not suggest a title.
 - The candidate must sign the form and have the signature notarized.*
- ☐ B. **Financial Disclosure Statement**
 - Covers 12-month period preceding the filing (This is a different time period from the public officer filing in January).
 - Check the second box "I am a Candidate..."
 - The candidate must sign the form and have his/her signature notarized.*

***The Cochise County Election's staff will notarize all forms free of charge; the signer must be present and sign in the presence of Notary. The candidate must present picture identification.**

FREQUENTLY ASKED QUESTIONS (FAQ)

I've decided to run for office, what do I do now?

1. First, find out who your filing office is and where they are located. Not all candidates file at the County Elections office. It depends on which elected position you're interested in. See also: **Where do I get my candidate paperwork and where do I file?** (below)
2. Pull a candidate packet. The packet contains all the forms and Information you need to run for office. See also: **Where do I get my Candidate paperwork and where do I file?** (below)
3. Register your committee (if applicable) by filing a Statement of Organization. You can form a committee at any time. For more Information see A.R.S. §16-905. If you spend or collect, in aggregate, more than \$1,000, you must File a Statement of Organization. You are then required to file Quarterly and pre-election Campaign Finance Reports through the Election, and once more when the committee terminates. See also: **Campaign Contributions** and Campaign Finance Report Dates.
4. Circulate your petitions and gather signatures. See also: **Petitions.**
5. File your paperwork with the appropriate filing office. See also: **Where do I get my candidate paperwork and where do I file?** (below)

Where are candidate materials available?

County packets that include nomination papers, petitions, signature requirements, filing instructions, campaign finance and financial disclosure forms and instructions are available on the Cochise County website. www.cochise.az.gov/elections

Who is a registered voter?

A resident of the State of Arizona who has completed and submitted a voter registration to a County Recorder, is a citizen of the United States, will be 18 years old or more on or before the date of the regular general election, who will have been a resident of the state 29 days preceding the next election, is able to write his name or make his mark, unless prevented from doing so by a physical disability, has not been convicted of treason or a felony, unless restored to civil rights, and has not been adjudicated an incapacitated person.

Who is a qualified elector?

A person who is a resident within the boundaries of the district, precinct, or area for which the election is being conducted and whose voter registration has been received by the Cochise County Recorder prior to midnight of the 29th day preceding the date of the election.

Must I be a qualified elector in the jurisdiction that I wish to represent?

Yes. "...A candidate for public office shall be a qualified elector at the time of filing and shall reside in the county, district or precinct which the person proposes to represent." Arizona Revised Statutes §16-311 (A)

Must I be a qualified elector of the party that I wish to represent?

Yes. "Any person desiring to become a candidate at a primary election for a political party and to have the person's name printed on the official ballot shall be a qualified elector of such party..." Arizona Revised Statutes §16-311 (A).

How do I run as a write-in candidate?

Write-in candidates are not required to gather signatures to qualify for the ballot. However, Write-in candidates are still required to form a committee (if applicable), file a Nomination paper and a Financial Disclosure Statement (if applicable). Only candidates who file before the deadline will be considered "official write-in candidates." Only official write-in candidates will have their names posted in the Vote Centers and have any votes cast for them counted. A list of write-in candidates is not sent with the early or vote by mail ballots and it is up to the candidates to advertise their candidacy.

Write-in Candidate Filing Deadlines

- County office – 40 days prior to the election.
- Special District board or Precinct Committeemen – 76 days prior to the election.

How do I run as an "Independent" candidate?

"Independent" describes any candidate that is not registered to vote with one of the major (recognized) political parties. For a list of parties that are recognized in Cochise County, please see the County Candidate Signature Requirements sheet for County candidates.

Independent candidates do not run in the Primary Election, but will instead appear on the General Election ballot. However, the filing deadline for Nomination Papers and Petitions is the same as the candidates who are running in the Primary. The procedures for running as an Independent candidate are the same as those for candidates registered with a political party, except that Independent candidates file slightly different petitions and nomination paperwork. Download a County Candidate Packet and after filing out the form, choose the link for "Non-Recognized Party Candidates (All other parties).

To be candidate for Cochise County office in the primary election, must I be a registered member of either the Democrat Party or the Republican Party?

Yes. The political parties that are recognized for Cochise county office this year, and, therefore, entitled to representation on the County primary ballot, are the Democrat Party and the Republican Party. "Each county recorder shall determine the political parties qualified for the county ballot..." Arizona Revised Statutes §16-804(D)

Can I run for Cochise County office if I am not a qualified elector of the Democrat Party or the Republican Party?

Yes. "Any qualified elector who is not a registered member of a political party that is recognized pursuant to this title may be nominated as a candidate for public office other than by primary election..." Arizona Revised Statutes §16-341 (A)

If I am an Independent, can I be a Precinct Committeeman?

No. You must be registered to vote with one of the political parties recognized in the State to be a Precinct Committeeman for that party. For a list of the current recognized parties, please see signature requirements sheet in the Precinct Committeemen Candidate Packet.

What is the difference between a Financial Disclosure Statement and Campaign Finance Reports?

A Financial Disclosure Statement is a report of your personal finances, and is filed at the same time as your Nomination Paper and Petitions. Special District candidates do not have to file Financial Disclosure Statements. County Elected Officials also file an annual Financial disclosure with the Clerk of the Board of Supervisors.

Campaign Finance Reports track all the money that a committee has collected and spent. Campaign Finance Reports are filed several times during the year, and cover specific periods of time. All committees who file a Statement of Organization, including Special District candidates are responsible for filing Campaign Finance Reports. Campaign Finance Reports are required until you file a Termination Statement to close your committee.

Fines may apply if these forms are not filed timely.

NOTE: Precinct Committeemen do not form committees, file Financial Disclosure Statements or Campaign Finance Reports.

Where can I circulate petitions?

Petitions can be circulated to (1) any registered voter who is a member of your political party or to (2) Independents or Party Not Designated registered voters, who live within the confines of the jurisdiction covering the office for which you intend to run.

How do I challenge a candidate?

To challenge a candidate, you must file a challenge petition in court no later than 5:00 p.m. on the 10th business day after the candidate Nomination Petition submission deadline. The challenge petition must specifically list the reasons for the challenge if signatures on a candidate's Nomination Petitions are being challenged, the challenge must specifically identify the Nomination Petition page and line number for each signature being challenged, and the reasons why the signatures are being challenged. For more information see A.R.S. §16-351 and A.R.S. §16-351.01.

Any candidate in any election can be challenged by any registered voter.

I want to review my opponent's petitions. What do I do?

Nomination Petitions are available for public inspection and purchase from the Elections Department. To check the signatures on candidate petitions against the Voter Registration records, you must:

1. Submit a Public Records Request Form through the County Attorney's Office. The form is available online at <https://www.cochise.az.gov/county-attorney/public-records-request>
2. Purchase copies of the desired candidate's petitions from our office at \$0.30 per page.
3. Schedule an appointment with the Voter Registration Department in the Recorder's Office for use of their public computer. They can be reached at 520-432-8358.

If you want to look at another candidate's petitions and do not want copies, you can do so under direct supervision of Elections Department staff, but you cannot use this option if you want to check the signatures against the Voter Registration records. You must still submit a public records request to schedule the appointment for review.

When do I file my petitions?

Petitions are filed between 120 and 90 days before the election. Exact dates can be found on our website on the Elections & Special Districts page. Click on the Election for a list of important dates, including when candidates file.

Independent candidates (not registered with one of the political parties recognized in Cochise County) do not run in the Primary Election, but are still required to file their Nomination Paper and petitions at the same time as candidates who are running in the Primary.

Who can sign my petitions?

Signatures must be obtained from qualified electors who are eligible to vote for the candidate whose nomination petition they are signing. If you are running for a County office, signers are registered in the district you are running for, registered with your same political party, or registered *Independents*. If you are running for a Special District, anyone registered to vote in your district can sign your petitions.

ELECTION 2018 – CONTACT INFORMATION

COCHISE COUNTY ELECTIONS

Candidate Packets, Signature Requirements, Candidate Filing and Campaign Finance Filing, Election Day Information:

Lisa M. Marra – Elections Director
Martha L. Rodriguez – Deputy Elections Director
1415 Melody Lane, Bldg. A
Bisbee, Arizona 85603
(520) 432-8970
1-888-316-8065 Toll Free
lmarra@cochise.az.gov
mrodriquez@cochise.az.gov

COCHISE COUNTY RECORDER

Voter Registration Forms, Early Voting Request, Voter Lists, Maps

Honorable David Stevens – Recorder
Heather Lopez – Chief Deputy Recorder
1415 Melody Lane Bldg. B
Bisbee, Arizona 85603
(520) 432-8358
1-888-457-4513 Toll Free
records@cochise.az.gov

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Eric Spencer - State Election Director
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(877) 843-8683 – Toll Free
(602) 364-1562 – Campaign Finance
www.azsos.gov